HELP DOCUMENTATION

FastLane Help System

View / Print Award Documents

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View/Print Award Documents

View and Print Award Documents Introduction

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FastLane gives you the opportunity to view the documents associated with both active and expired awards.

The Principal Investigator (PI), Co-PIs, and the Sponsored Project Office (SPO) can access the View and Print Award Documents application.

The PI views the award documents for those awards for which he or she is PI. The SPO views the award documents for all awards of the organization he or she administers.

For both active and expired awards, you can view the following:

- The Award Letter
- Amendments to the award

If an award is a Cooperative Agreement established after March 2005, you can also view the following:

- The most current and past versions of the Cooperative Agreement
- The last notice sent
- The original and amended budgets
- The prior award letter (available only to PIs)
- The amended expiration dates for an award
- The list of awards for the same NSF program as the award

You may also view the Cooperative Agreement in PDF format.

Go to View and Print Award Documents as a PI or View and Print Award Documents as an SPO for instructions on beginning to view Award Documents.

Access View / Print Award Documents

Access View / Print Award Documents

Access View/Print Awards Documents by role:

- As a PI
- As an SPO

View and Print Award Documents as a PI

1. On the **FastLane Home Page** screen, log in to Proposals, Awards, and Status as a PI. The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

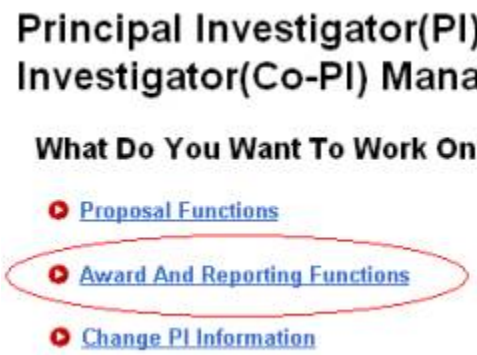


Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Award and Reporting Functions link is circled.

2. Click **Award and Reporting Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions** screen displays (Figure 2).

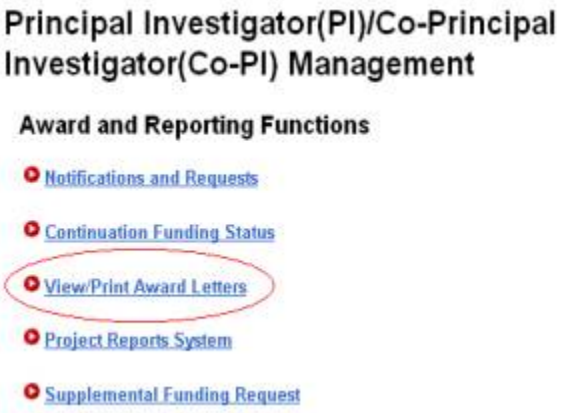


Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions screen. The View/Print Award Letters link is circled.

3. Click **View/Print Award Letters** (Figure 2). The **Award Documents** screen displays on the **Active Awards** tab (Figure 3). You have these options on this screen:
   - View the award document or View a Cooperative Agreement
   - View the amendments to an award
   - Search for active awards

   (Click on a link above for instructions for that action.)

You also have the option of viewing and printing award letters for expired awards (see View Award Documents for Expired Awards).

Figure 3 Award Documents screen on the Active Awards tab.

View and Print Award Documents as an SPO

1. On the **FastLane Home Page** screen, log in to Research Administration. The **Research Administration** screen displays (Figure 1).

Figure 1 Research Administration screen. The Award Documents link is circled.

2. Click **Award Documents** (Figure 1). The **Award Documents** screen displays on the **Active Awards** tab (Figure 2) with a listing of all the active awards for your organization. You have these options:
   - View the award document or View a Cooperative Agreement
   - View the amendments to the award
   - Search for active awards

   (Click on a link above for instructions for that action.)

Figure 2 Award Documents screen on the Active Awards tab.

You also have the option of viewing and printing award letters for expired awards (see View Award Documents for Expired Awards).

Search for Awards

Search for Awards Introduction

Search for awards by role:

- As a PI
- As an SPO

Search for Awards as a PI

You can search for awards on the **Award Documents** screen on either the **Active Award** tab or the **Expired Awards** tab. The steps are identical and are presented below.

1. Access the **Award Documents** screen (Figure 1) (see View and Print Award Documents as a PI).

Figure 1 Award Documents screen on the Active Awards tab. The Search button is circled.

2. In the **Search** section (Figure 1) of the **Awards Document** screen on the **Active Awards** (or **Expired Awards**) tab, you can search for awards by either of the following criteria:
   - **Award Number**
     In the **Award #** box (Figure 1), type the award number.
   - **Award Date Range**
     In the **From** box (Figure 1), type the start date for the date range.
     In the **To** box (Figure 1), type the end date for the date range.
3. Click the **Search** button (Figure 1). The **Award Documents** screen displays (Figure 2) with the results of your search in the **List of Active** (or **Expired**) **Awards** section.

Figure 2 Award Documents screen with the search results in the List of Active Awards section.

4. Click the **Search** button (Figure 2) to return to a listing of all awards.

Search for Awards as an SPO

You can search for awards on the **Award Documents** screen on either the **Active Awards** tab or the **Expired Awards** tab. The steps are the same as presented below.

1. Access the **Award Documents** screen (Figure 1) (see View and Print Award Documents as an SPO).

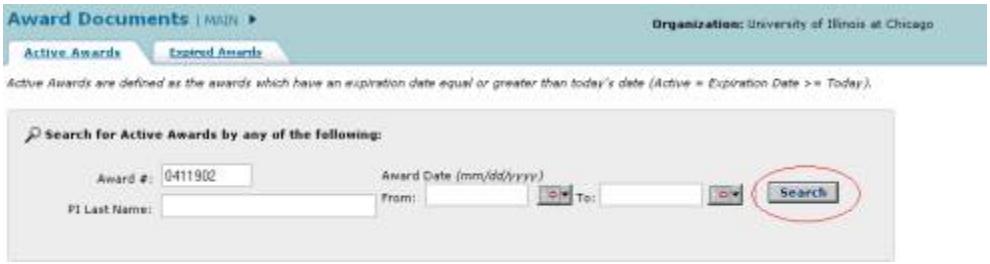


Figure 1 Award Documents screen on the Active Awards tab. The Search button is circled.

2. In the **Search** section (Figure 1) of the **Award Documents** screen on the **Active Awards** (or **Expired Awards**) tab, you can search for awards by any one or a combination of the following criteria:
   - **Award Number**
     In the **Award #** box (Figure 1), type the award number.
   - **PI Last Name**
     In the **PI Last Name** box (Figure 1), type the PI's last name.
   - **Award Date Range**
     In the **From** box (Figure 8), type the start date for the date range.
     In the **To** box (Figure 1), type the end date for the date range.
3. Click the **Search** button (Figure 1). The **Award Documents** screen displays (Figure 2) with the results of your search in the **List of Active** (or **Expired**) **Awards** section.

Figure 2 Award Documents screen with the search results in the List of Active Awards section.

4. Click the **Search** button (Figure 2) to return to a listing of all awards.

View an Award Document

If an award is a Cooperative Agreement established after March 2005, see View a Cooperative Agreement for instructions.

1. Access the **Award Documents** screen on the **Active Awards** tab (Figure 1) (see View and Print Award Documents as a PI or View and Print Award Documents as an SPO).

Figure 1 Award Documents screen on the Active Awards tab. The award number is circled for an award.

2. On the **Award Documents** screen on the **Active Awards** tab (Figure 1), click the award number on the row for the award whose documents you want to view. The **National Science Foundation** screen displays (Figure 2) for that award.

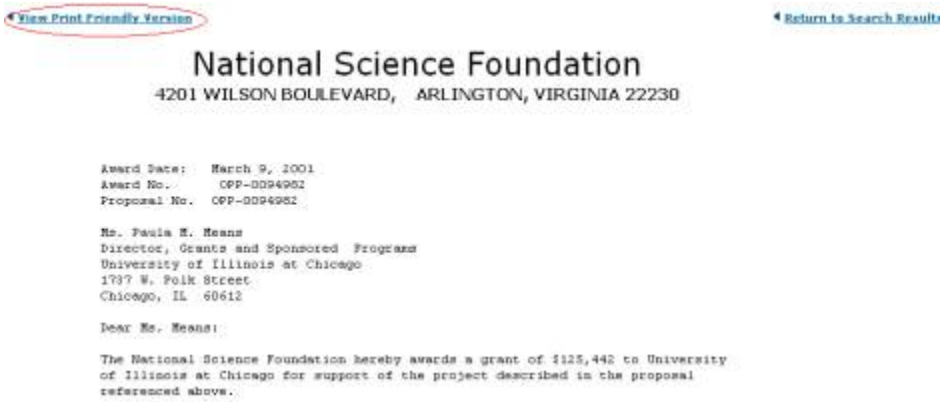
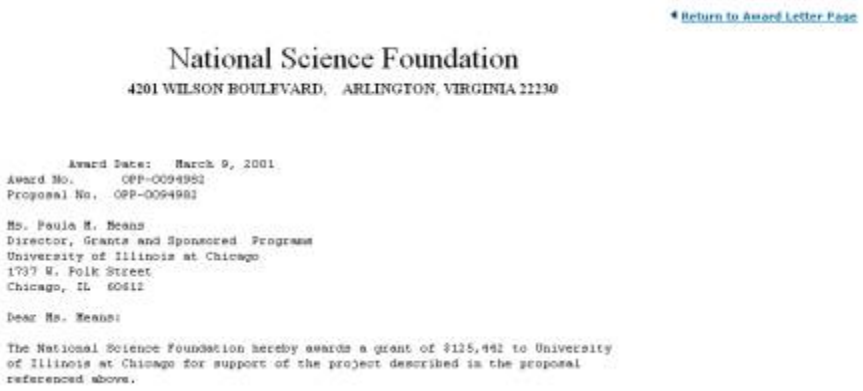


Figure 2 National Science Foundation screen. The View Print-Friendly Version link is circled.

3. To print the award, click **View Print-Friendly Version** (Figure 2). The award letter displays (Figure 3) in a print-friendly version.



Return to Award Letter Page

National Science Foundation

4201 WILSON BOULEVARD, ARLINGTON, VIRGINIA 22230

Award Date: March 9, 2001
Award No. OPP-0094982
Proposal No. OPP-0094982

Ms. Paula M. Means
Director, Grants and Sponsored Programs
University of Illinois at Chicago
1737 W. Polk Street
Chicago, IL 60612

Dear Ms. Means:

The National Science Foundation hereby awards a grant of $125,461 to University of Illinois at Chicago for support of the project described in the proposal referenced above.

Figure 3 Print-friendly version of the award letter.

4. Click the **Print** command on your browser to print the award letter.

View a Cooperative Agreement

View a Cooperative Agreement

If an award is a Cooperative Agreement established after March 2005, you can view the Cooperative Agreement and its associated documents.

1. Access the **Award Documents** screen on the **Active Awards** tab (Figure 1) (see View and Print Award Documents as a PI or View and Print Award Documents as an SPO).

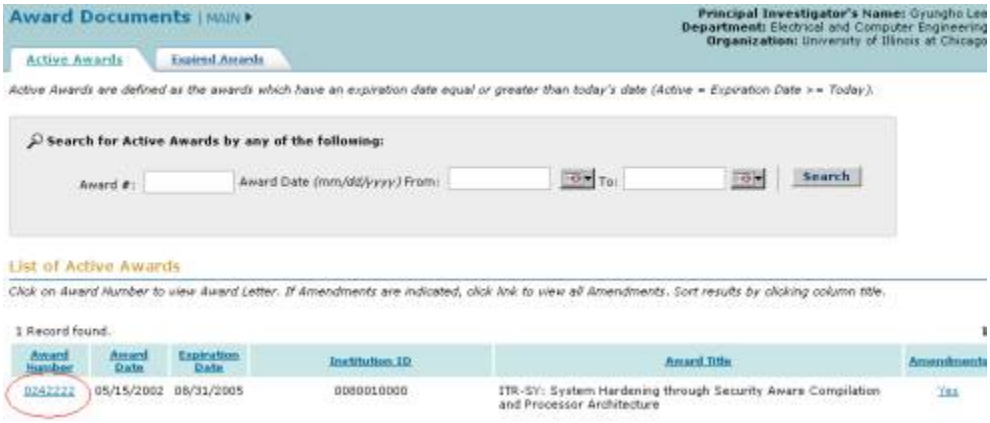


Figure 1 Award Documents screen on the Active Awards tab. The award number is circled for an award.

2. On the **Award Documents** screen on the **Active Awards** tab (Figure 1), click the award number on the row for the award whose documents you want to view. The **Cooperative Agreement** screen displays (Figure 2) for that award. You have these options on the screen:
   - Choose an award version to view
   - View the amended expiration dates for an award
   - View the awarded funds by amendment
   - View the list of awards for the award's NSF program
   - View the last notice sent
   - View the original and amended budgets
   - View the prior award (available to PIs only)
   - View the award document in PDF format

   (Click on a link for instructions for that action.)

Figure 2 Cooperative Agreement screen.

View the Amended Expiration Dates for an Award

1. Access the **Cooperative Agreement** screen (Figure 1) (see View a Cooperative Agreement).

Figure 1 Cooperative Agreement screen. The Expiration Date with the plus sign in the box is circled.

2. On the **Cooperative Agreement** screen (Figure 1), click the plus sign in the box next to the Expiration Date. A listing of the dates for each amendment displays on the screen (Figure 2).

Figure 2 Cooperative Agreement screen with the amended expiration dates now listed under the latest Expiration Date.

Choose an Award Version to View

1. Access the **Cooperative Agreement** screen (Figure 1) (see View a Cooperative Agreement).

Figure 1 Cooperative Agreement screen. The Choose Version link is circled.

2. On the **Cooperative Agreement** screen (Figure 1), click **Choose Version**. The **List of Active Amendments** screen displays (Figure 2) with a listing of all the amendments for the Cooperative Agreement.

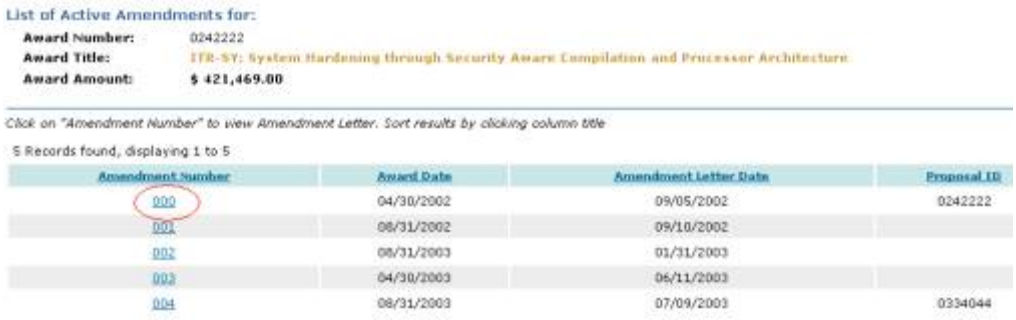


Figure 2 List of Active Amendments screen. The amendment number is circled for an amendment.

3. Click the amendment number (Figure 2) on the row of the amendment that you want to view. The **Amendment** screen displays (Figure 3) with the link to the amendment.

Figure 3 Amendment screen with the link to the selected amendment.

View Awarded Funds by Amendment

1. Access the **Cooperative Agreement** screen (Figure 1) (see View a Cooperative Agreement).

Figure 1 Cooperative Agreement screen. The Cumulative Amount with the plus sign in the box is circled.

2. On the **Cooperative Agreement** screen (Figure 1), click the plus sign in the box next to the Cumulative Amount. A listing of the dates for each amendment displays on the screen (Figure 2).

Figure 2 Cooperative Agreement screen with the amended award fund amounts now listed under the current Cumulative Amount.

View the List of Awards for the NSF Program

1. Access the **Cooperative Agreement** screen (Figure 1) (see View a Cooperative Agreement).

Figure 1 Cooperative Agreement screen. The Show List of Awards link is circled.

2. On the **Cooperative Agreement** screen (Figure 1), click **Show List of Awards**. The **Award Search** screen displays in a new window (Figure 2), where you can search for the awards by program or other criteria. This screen takes you out of the FastLane system.

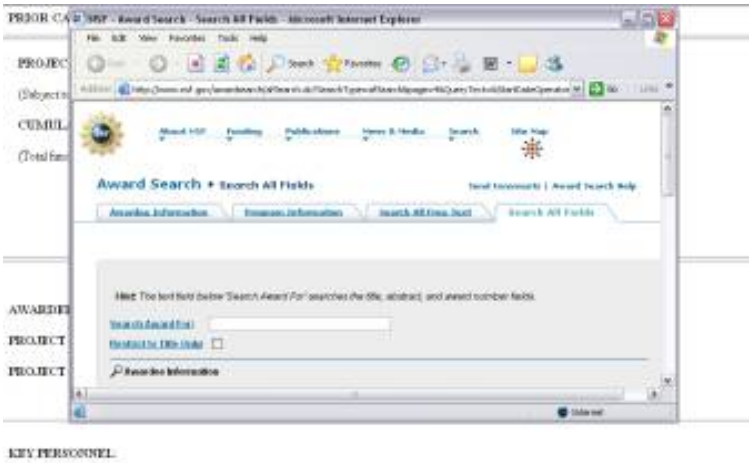


Figure 2 Award Search screen in a new window. This screen takes you out of the FastLane system.

3. When you have completed your award search, close the **Award Search** screen (Figure 2). The **Cooperative Agreement** screen displays (Figure 1).

View the Last Notice Sent

1. Access the **Cooperative Agreement** screen (Figure 1) (see View a Cooperative Agreement).

Figure 1 Cooperative Agreement screen. The Last Notice Sent link is circled.

2. On the **Cooperative Agreement** screen (Figure 1), click **Last Notice Sent**. The **Current Amendment** screen displays (Figure 2) with the link to the last amendment.

Figure 2 Current Amendment screen.

View the Original and Amended Budgets

1. Access the **Cooperative Agreement** screen (Figure 1) (see View a Cooperative Agreement).

Figure 1 Cooperative Agreement screen. The Budget link is circled.

2. On the **Cooperative Agreement** screen (Figure 1), click **Budget**. The **Consolidated Award Budget** screen displays (Figure 2) with the original award budget and the budget for each amendment.

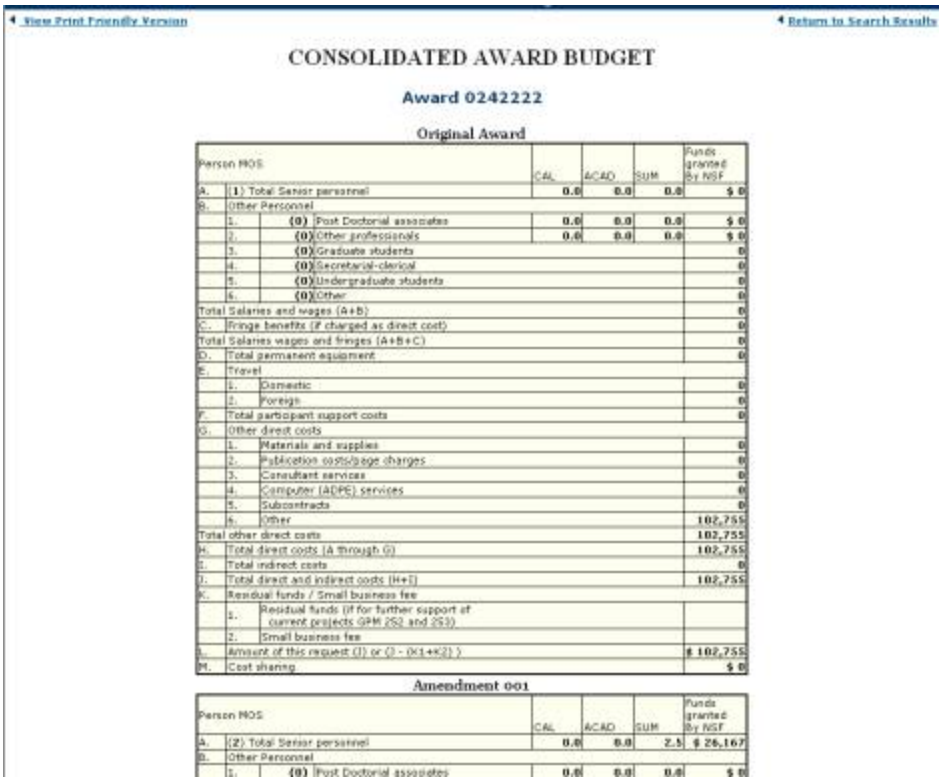


Figure 2 Consolidated Award Budget screen with the original award budget and the budget for each amendment.

View the Prior Award

Only PIs can view a prior award.

1. Access the **Cooperative Agreement** screen (Figure 1) (see View a Cooperative Agreement).

Figure 1 Cooperative Agreement screen. The Prior Award link is circled.

2. On the **Cooperative Agreement** screen (Figure 1), click **Prior Award**. The **National Science Foundation** screen displays (Figure 2) with the text of the last award letter.

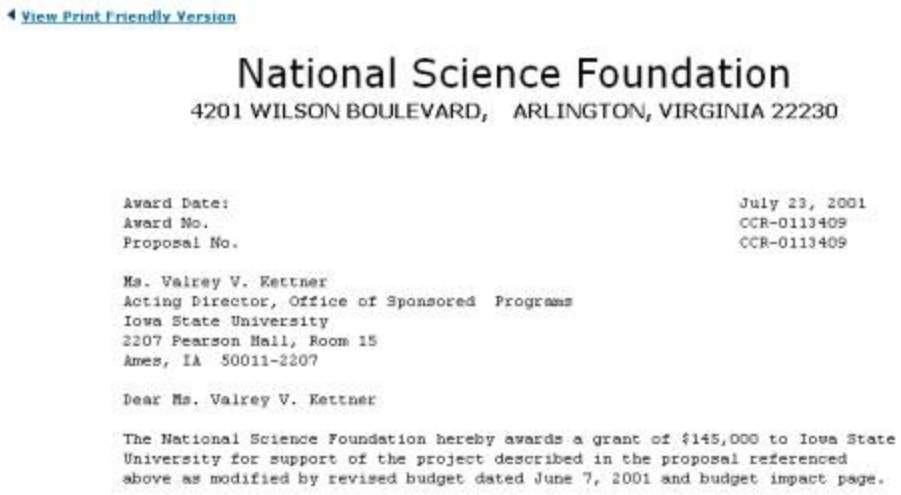


Figure 2 National Science Foundation screen with the text of the last award letter.

3. To print the award letter, click **View Print-Friendly Version** (Figure 2). A print-friendly version of the award letter displays.
4. Click the **Print** command on your browser to print the document.

View the Award Document in PDF Format

1. Access the **Cooperative Agreement** screen (Figure 1) (see View a Cooperative Agreement).

Figure 1 Cooperative Agreement screen. The View Print-Friendly Version (PDF) link is circled.

2. On the **Cooperative Agreement** screen (Figure 1), click **View Print-Friendly Version (PDF)**. The Cooperative Agreement displays in PDF format in a new window (Figure 2). If you need Adobe Reader, see Adobe Reader for FastLane.

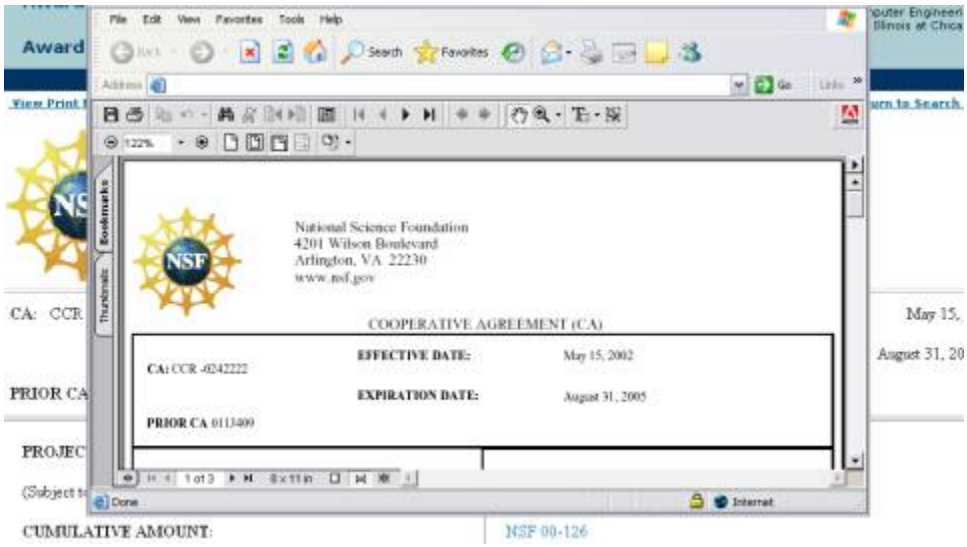


Figure 2 Cooperative Agreement in PDF format in a new window.

3. Click the **Print** icon on the PDF document browser (Figure 2) to print the PDF version of the Cooperative Agreement.
4. Close the PDF version window to return to the **Cooperative Agreement** screen (Figure 1).

View the Amendments to an Award

1. Access the **Award Documents** screen on the **Active Awards** tab (Figure 1). See one of the following:
   - View and Print Award Letters as a PI, Step 1 through Step 3
   - View and Print Award Letters as an SPO, Step 1 and Step 2

   If an award has amendments, on the **Award Documents** screen, a **Yes** displays in the **Amendments** column on the row for the award.

Figure 1 Award Documents screen on the Active Awards tab. The Yes link is circled for an award.

2. Click **Yes** (Figure 1) in the row for the award whose amendments you want to view. The **List of Active Amendments** screen displays (Figure 2) with a listing of all the amendments for that award.

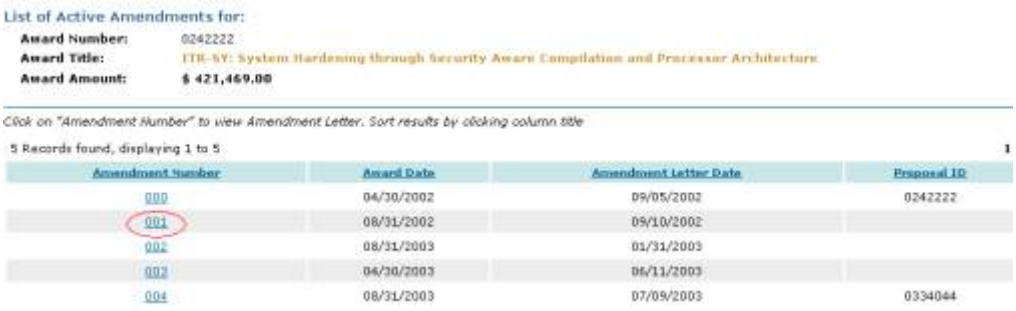


Figure 2 List of Active Amendments screen. The amendment number is circled.

3. Click an amendment number (Figure 2) to view that amendment. The **Amendment** screen displays (Figure 3) with a link for you to view the amendment.

Figure 3 Amendment screen with a link to that amendment.

View Documents for Expired Awards

View Award Documents for Expired Awards

1. Access the **Award Documents** screen on the **Active Awards** tab (Figure 1). See either one of the following:
   - View and Print Award Documents as a PI, Step 1 through Step 3
   - View and Print Award Documents as an SPO, Step 1 and Step 2

Figure 1 Award Documents screen on the Active Awards tab. The Expired Awards tab is circled.

2. On the **Award Documents** screen on the **Active Awards** tab (Figure 1), click the **Expired Awards** tab. The **Award Documents** screen displays on the **Expired Awards** tab (Figure 2) with a listing of the expired awards for which you can view the award letters. You have two options on this screen:
   - View award letters for an expired award
   - View amendments for an expired award

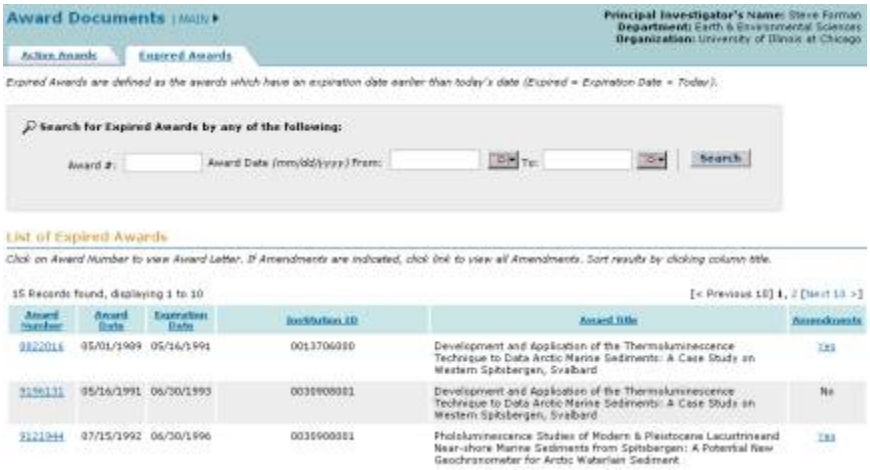


Figure 2 Award Documents screen on the Expired Awards tab.

View Award Letters for Expired Awards

1. Access the **Award Documents** screen on the **Expired Awards** tab (Figure 1) (see View Award Documents for Expired Awards).

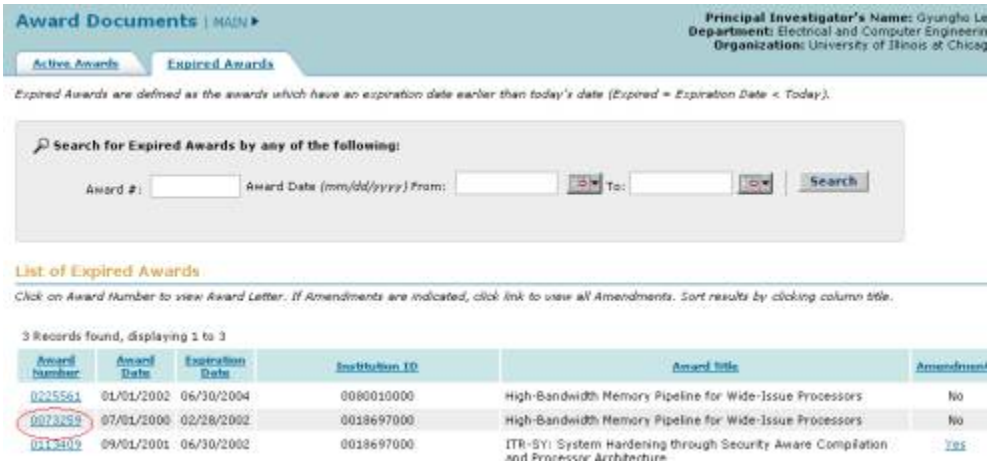


Figure 1 Award Documents screen on the Expired Awards tab. The award number is circled for an award.

2. On the **Award Documents** screen on the **Expired Awards** tab (Figure 1), click the award number on the row for the award whose letter you want to view. The **National Science Foundation** screen displays (Figure 2) with the text of the latest award letter.

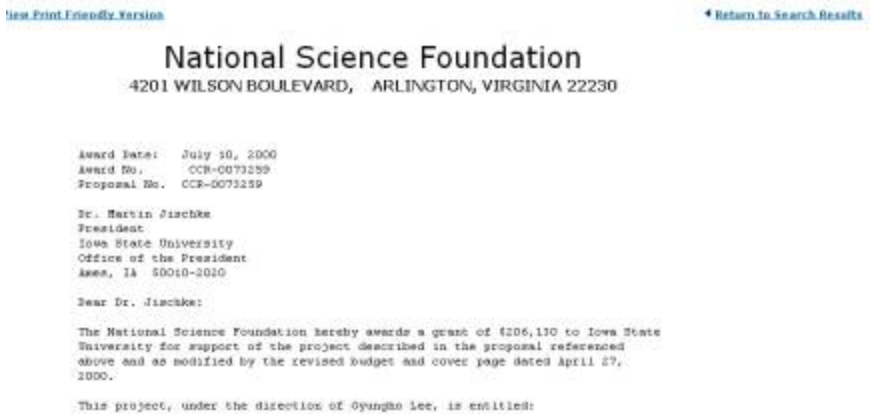


Figure 2 National Science Foundation screen with the text of the latest award letter.

Note: If the expired award is a Cooperative Agreement that was established after March 2005, the **Cooperative Agreement** screen displays. See View a Cooperative Agreement for the options in viewing Cooperative Agreements.

View Amendments for Expired Awards

1. Access the **Award Documents** screen on the **Expired Awards** tab (Figure 1) (see View Award Documents for Expired Awards). *If an award has amendments*, on the **Award Documents** screen on the **Expired Awards** tab, a **Yes** displays in the **Amendments** column on the row for the award.

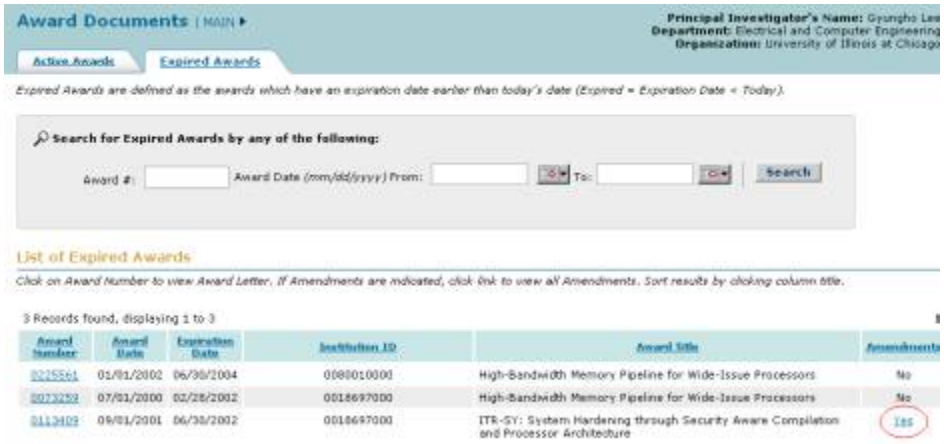


Figure 1 Award Documents screen on the Expired Awards tab. The Yes link is circled for an expired award.

2. Click **Yes** (Figure 1) on the row for the award whose amendments you want to view. The **List of Expired Amendments** screen displays (Figure 2) for that award.

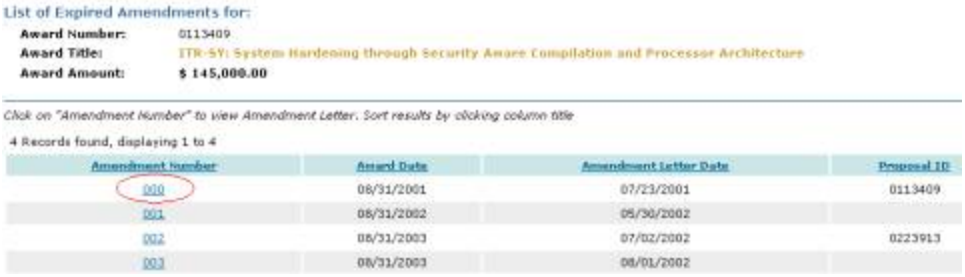
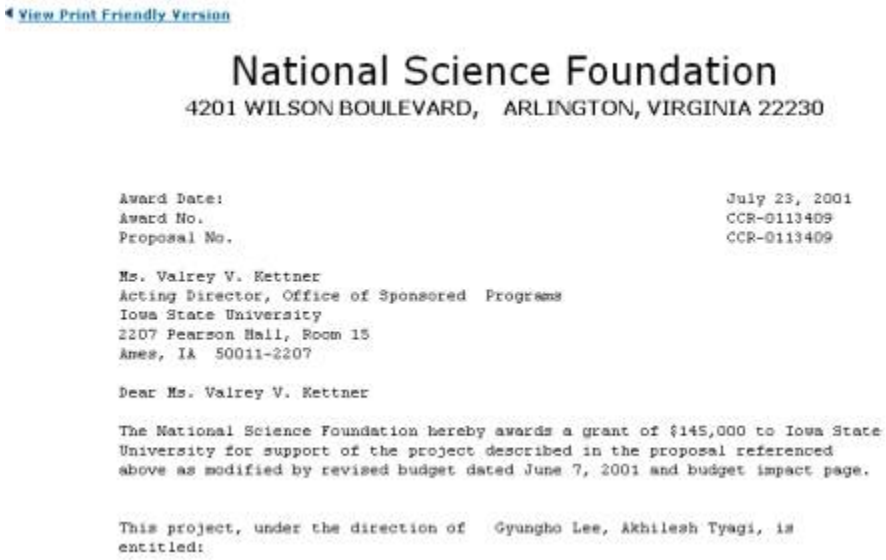


Figure 2 List of Expired Amendments screen. The Amendment Number is circled.

3. Click an amendment number (Figure 2). The **National Science Foundation** screen displays (Figure 3) with the amendment text.



View Print Friendly Version

National Science Foundation
4201 WILSON BOULEVARD, ARLINGTON, VIRGINIA 22230

Award Date: July 23, 2001
Award No. CCR-0113409
Proposal No. CCR-0113409

Ms. Valrey V. Kettner
Acting Director, Office of Sponsored Programs
Iowa State University
2207 Pearson Hall, Room 15
Ames, IA 50011-2207

Dear Ms. Valrey V. Kettner

The National Science Foundation hereby awards a grant of $145,000 to Iowa State University for support of the project described in the proposal referenced above as modified by revised budget dated June 7, 2001 and budget impact page.

This project, under the direction of Gyungho Lee, Akhilesh Tyagi, is entitled:

Figure 3 National Science Foundation screen with the amendment text.

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